



ERIE COUNTY CIVIL SERVICE OPPORTUNITIES

APPLICATIONS ACCEPTED CONTINUOUSLY
ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Please refer to our internet address at: www.erie.gov

A NON-REFUNDABLE \$15.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

NO. 41-076

\$28,502 - \$35,840
(ERIE COUNTY DEPARTMENTS)

NOTICE: Erie County no longer maintains a file of applicant transcripts. Exam applicants must be prepared to provide documentation of educational qualifications (transcript, diploma, etc.) to the hiring agency prior to appointment. Documentation may also be submitted with the exam application.

RESIDENCE REQUIREMENTS: CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF ERIE COUNTY OR AN ERIE COUNTY SCHOOL DISTRICT* FOR AT LEAST FOUR MONTHS IMMEDIATELY PRECEDING SUBMISSION OF APPLICATION AND MUST BE LEGAL RESIDENTS OF ERIE COUNTY OR AN ERIE COUNTY SCHOOL DISTRICT* AT THE TIME APPOINTMENT IS MADE.

If you pass the examination, your name will appear on the continuous eligible list for one year. After one year, your name will be removed from the list. You may apply for retest at six month intervals.

*Candidates who reside in a school district which, for civil service purposes is administered by the Erie County Personnel Commissioner, but who are not legal residents of Erie County may apply for this examination. However, they will be certified for appointment only in the school district in which they are legal residents.

The eligible list will be used to fill vacancies at the Erie County Medical Center, Erie County Home and Erie County School Districts. Salaries vary among the School Districts.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of application:

Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Occupational Therapy Assistance or directly related field.

SPECIAL REQUIREMENT: Eligibility for a certificate issued by the New York State Department of Education as a Certified Occupational Therapy Assistant at the time of application. Possession of the certificate is required at the time of appointment.

A medical examination may be required before appointment.

DUTIES: A *Certified Occupational Therapy Assistant* treats patients by instructing them in routine activities and activities of daily living; confers with and instructs other health care workers and patient's family in treatment program techniques; evaluates and reviews pertinent data relating to overall treatment planning and evaluation; administers standard evaluations; elicits information regarding existing skills and capacities; identifies appropriate treatment goals and the type of remedial activity to be utilized; prepares written and oral reports on patients' progress; assists in training Occupational Therapy students; assists in planning and development of Occupational Therapy programs for specific disability groups; maintains Occupational Therapy equipment and inventory of departmental supplies; assists in carrying out program goals for assigned patient through the application of therapeutic exercises and activities to improve or maintain functional abilities.

SUBJECT OF EXAMINATION: The only subject of examination will be an evaluation of your training and experience. You are therefore, asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position.

In your summary of training include all college course work, formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance. Also include a copy of your professional license. Specify the date that your license was first issued.

In your summary of experience, you must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness and ambiguity will NOT be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

WHERE TO APPLY: You must obtain Form P.O. 30X, "Erie County Application for Examination or Appointment" at the Erie County Civil Service Commission/Personnel Office web site located at www.erie.gov. Click on "Civil Service Jobs". If you do not have internet access you may pick up an application form at the Erie County Personnel Department, 95 Franklin Street, Room 604, Buffalo, New York 14202. Forms are also available at Buffalo and Erie County Public Libraries and at Town, Village and School District administrative offices.

Completed forms should then be returned to the Erie County Personnel Department. In addition, candidates must request their colleges to send transcripts to the Erie County Personnel Department or attach transcripts to your application. No applications will be evaluated until all the above information, including transcripts, is received.

REISSUED: 2/06

MILITARY STATUS: If you expect to enter military service, you may still compete in this examination and may be appointed or reinstated after you return home from active duty.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to determine whether they qualified for appointment. In addition to meeting specific requirements, candidates and appointees must be of good moral character and habits.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively, added to their earned scores if successful in the examination. You should claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits you may not claim them again. Children of firefighters or police officers killed in the line of duty may also be eligible for additional credit. Contact the Erie County Personnel Dept. for more information.

This examination is prepared by the New York State Department of Civil Service and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.

*****IMPORTANT APPLICATION FEE – READ CAREFULLY*****

A \$15.00 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.